

Freshmen Resume Guide

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PLEASE NOTE:

Career Services has developed a Word Document for Freshmen to use to help them create their resume. It is called “Freshmen Resume Template.doxt.” If you need a copy, please email our office: career@wabash.edu and ask for the Freshmen Template. You can also find it on the Resources Pages on WabashWorks.

The formatting is already set-up for you.

The layout is already set-up for you.

To use this template, double click to open it.

1. Save the document to your computer. Do not call it “Resume”. Call it Wally Wabash Resume Fall 2019.docx
2. You will see red text. Replace the red text with your personal information.
3. The rest of this guide will walk you through how to create the content.
4. When filled out content, highlight all the text, change the font color to black.
5. Save the file.
6. You are now ready to use this to upload into WabashWorks for review/approval.

Resume Guide

The goal of resume is to showcase your strongest skills first, to get the reader's attention, and to encourage them to keep reading further. The required sections are:

Header:

- Name
 - Font Size: 20
 - Font: Garamond
- Contact information
 - Wabash Email, Phone Number
 - Font Size: 12
 - Font: Garamond
- LinkedIn URL
 - For more information see LinkedIn Guide

Profile:

- Highlight the biggest selling points. 2 lines max (can be in bullets)
- Font Size: 12
- Font: Garamond
- The section title "**Profile**" will be bolded but everything else will be regular

Education:

- Details of the formal educational experiences. Include Minor(s), GPA
- Font Size: 12
- Font: Garamond
- **Education** and the form of education (i.e.: **B.A. Spanish**, or **Diploma**) are the only things bolded

Professional Experience:

- Details of relevant experiences
- Font Size: 12
- Font: Garamond
- **Professional Experience** and every **Job Title** (i.e.: **Sales Associate** or **Intern**) are the only things bolded

Professional Development:

- Everything that is not pertaining to academics or professional experience should come in this section. Details on training, campus and community involvement, technical skills, volunteer works, language skills.
- Font Size: 12
- Font: Garamond
- **Professional Development** and every **Job Title** (i.e.: **Volunteer** or **Intern**) are the only things bolded

Margins:

- 1" for Freshmen

Font:

- Garamond. Resume Management Systems that many organizations use do not process graphics: avoid graphics, lines or italics. Email address and LinkedIn URL must not be hyperlinked. Dates should be right aligned.

Professional Experience(s) Section:

Only include specific results-oriented information (“accomplishments”) that will interest the reader, not every experience. Quantify wherever possible. Bullets must start with action verbs related to skills learned/developed and should answer “Why?” and/or “How?”
DO NOT simply list job duties.

Example of job duty:

- “Assisted with classroom activities for music students”

3 Examples of Accomplishments:

- Exposed students to meaningful musical experiences (WHY?) to enhance their social and academic development (Note: Specifics about experiences and development needed)
- Enhanced students’ social and academic development (HOW?) by exposing them to meaningful musical experiences (Note: Specifics needed)
- Created an interactive learning environment (HOW?) through creative drills and skills practices (WHY?) to increase engagement (again, specifics needed)

Professional Development:

- Every entry must have at least one sentence explaining the role.
- You are telling a story – be as specific as possible. DO NOT just list activities/positions/programs/immersion experiences.
- **Technical skills** can be a separate section depending on proficiency and relevance with the applied position. It can go right after **Education** in such a case, otherwise keep it under **Professional Development**.

Remember, consistency is the key!

List of Action Verbs Based on Skills

Management Skills:

- Administered, analyzed, assigned, attained, chaired, consolidated, contracted, coordinated, delegated, developed, directed, evaluated, executed, improved, increased, organized, oversaw, planned, prioritized, produced, reviewed, scheduled, strengthened, supervised

Creative Skills:

- Acted, conceptualized, created, customized, designed, developed, directed, established, fashioned, founded, illustrated, initiated, instituted, integrated, introduced, invented, originated, performed, planned, revitalized, shaped

Helping Skills:

- Assessed, assisted, clarified, coached, counseled, demonstrated, diagnosed, educated, expedited, facilitated, familiarized, guided, motivated, referred, rehabilitated, represented

Communication Skills:

- Addressed, arbitrated, authored, collaborated, convinced, corresponded, developed, directed, drafted, edited, enlisted, facilitated, formulated, influenced, interpreted, lectured, mediated, moderated, negotiated, persuaded, promoted, publicized, reconciled, recruited

Research Skills:

- Clarified, collected, critiqued, diagnosed, evaluated, examined, extracted, identified, inspected, interpreted, interviewed, investigated, organized, reviewed, summarized, surveyed, systematized

Clerical or Detail Skills:

- Approved, arranged, catalogued, classified, collected, compiled, dispatched, executed, generated, implemented, inspected, monitored, operated, organized, prepared, processed, purchased, recorded, retrieved, screened, specified, systematized, tabulated, validated

Financial Skills:

- Administered, allocated, analyzed, appraised, audited, balanced, budgeted, calculated, computed, developed, forecasted, managed, marketed, planned, projected, researched

Technical Skills:

- Assembled, built, calculated, computed, designed, devised, engineered, fabricated, maintained, operated, overhauled, programmed, remodeled, repaired, solved, upgraded

Teaching Skills:

- Adapted, advised, clarified, coached, communicated, coordinated, developed, enabled, encouraged, evaluated, facilitated, guided, informed, instructed, persuaded, stimulated, trained

More Accomplishments:

- Achieved, expanded, improved, reduced, resolved, restored, spearheaded, transformed

Professional Experiences:

How to Write Detailed Descriptions

What you've done is impressive if you use language that fully explains what you did.

Take the time to write out full sentences – tell the reader what you did and why it is important.

BAD Example

Operations Associate

May 2017–Present

Schroeder Center for Career Development, Crawfordsville, IN

- Catalogued inventory ✘
- Part of a team that developed new resumes ✘
- Went through resumes of students to find out problems ✘

DECENT Example

Operations Associate

May 2017–Present

Schroeder Center for Career Development, Crawfordsville, IN

- Organized inventory ✘
- Developed new resume templates for freshmen and upperclassmen ✘
- Scrutinized resumes of rising seniors and juniors ✘

IMPRESSIVE Example

Operations Associate

May 2017–Present

Schroeder Center for Career Development, Crawfordsville, IN

- Scrutinized resumes of 176 rising seniors and juniors to formulate strategies for group and individual sessions on resume writing and career development ✓
- Created a new career development guide that contains 2 resume templates for freshmen and upperclassmen, an overview of the interview process, and guidelines for using LinkedIn effectively ✓
- Organized inventory of 3 areas to increase efficiency ✓

The Wabash Format

On the next page is an example of the Wabash Format for your resume. Why do we have a Wabash Format? Because our format works – we have 20 years of amazing outcomes that prove that it works! Use this as an example to build out your resume. Follow the formatting, the bolding and the bullet points and you will have your resume ready to go in no time. Then, you can send it to career@wabash.edu and we will look at it for you and provide you feedback. Send it to us as a Word document. If you would like to talk to someone, you can also call us and we can help you out. The number to call is: 765-361-6414.



Neil Armstrong

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PROFILE

- Goal oriented and ambitious team player with the ability to learn quickly and work creatively
- Experienced in fast paced, deadline-oriented work environments in both supervisory and nonmanagerial positions

EDUCATION

Diploma: Blume High School, Wapakoneta, OH May 2019

Technical Skills: Proficient in Adobe Photoshop, Sony Vegas Pro, and Microsoft Excel

PROFESSIONAL EXPERIENCE

Delivery Associate 2016 - 2019
Pizza Hut, Wapakoneta, OH

- Ensured on-time receipt of over three simultaneous orders while guaranteeing quality of the product
- Communicated effectively with 100+ customers daily, both in person and over the phone
- Gained meaningful customer service skills by solving problems brought forward by customers in a timely, efficient, and caring manner

Landscaper 2013 – 2019
Armstrong Brothers Snow Removal, Wapakoneta, OH

- Created, managed, and worked at a snow removal service with over 20 clients
- Managed inventory of tools, scheduled appointments, and shared accounting duties over the more than \$4000 seasonal income
- Fostered entrepreneurial, dead-line conscious attitude while being responsible for serving over 20 clients effectively

PROFESSIONAL DEVELOPMENT

Basketball Player, Wapakoneta High School 2015– 2019

- Balanced busy schedule between athletic, academic, and Boy Scout related commitments
- Garnered a new understanding on the importance of team work, hard work, and sacrifice
- Placed in the final four teams in the 2018-2019 season, and personally earned the Mental Attitude award my senior year

Baritone Player, Wapakoneta Marching Band 2015 –2019

- Learned and implemented new musical and instrumental techniques
- Engaged in block formations at football game half times and other school events

Eagle Scout, Boy Scouts of America 2009 –2019

- Cultivated life skills in camping, community service, and salesmanship
- Earned the prestigious Distinguished Eagle Scout and the Silver Buffalo Award





Dominic S. Freshman

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PROFILE

- Open-minded artist, deliberator, and trainer with fundamental knowledge of sales operations
- Experienced with digital and studio art

EDUCATION

BA: Wabash College, Crawfordsville, IN May 2023

Diploma: ABC High School, Hammond, IN May 2019

Technical Skills: Proficient in Adobe Photoshop, Microsoft Office Suite

PROFESSIONAL EXPERIENCE

Camera Operator August 2017 - Present

Media and Marketing Department, Wabash College

- Performed as
- High-hat operator for home games of basketball and football
- Converted VHS tapes into DVDs; designed infographics and gif file for the bookstore

Landscaping Assistant Summer 2017

XYZ Lawn Care Service, Hammond, IN

- Expedited client growth by 13% by calling potential clients and managing social media pages
- Reviewed and administered client requests in timely manner to clear overdue orders

Counselor Summer 2016

Camp Wilderness, South Bend, IN

- Collaborated with 6 camp counselors to plan and organize daily activities for 40 new campers each week, aged 8-12 years, for 8 weeks
- Enforced rules, improvised activities, and solved campers' problems on a daily basis

PROFESSIONAL DEVELOPMENT

Sales Immersion Program, Center for Innovation, Business & Entrepreneurship Winter 2018

- Developed sales strategies through instruction and hands-on roleplaying scenarios
- Completed 50-hour sales practicum with enrollment office by contacting prospective donors

Member, Wabash Acts Responsibly Council September 2017 - Present

- Enhanced organization skills by assisting in planning and executing club projects
- Honed leadership by taking campus-wide deliberation initiative on safety and responsibility

President, ABC Art Society, Hammond, IN September 2015 - April 2017

- Organized and led discussions on Post-Modern Art in France
- Showcased works of art in a campus-wide art exhibition

